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**From:** Hanchett, James (DPH)  
**Sent:** Thursday, December 20, 2012 1:13 PM  
**To:** Brooks, Nancy (POL)  
**Subject:** RE: Use or Lose Time

Hi Nancy,

I am using time this week so I should be all set. I will check with Sharon and Sonja Monday, but I think they are all set.

Thanks,

Jim Hanchett

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**From:** Brooks, Nancy (POL)  
**Sent:** Wednesday, December 19, 2012 7:01 AM  
**To:** Hanchett, James (DPH)  
**Subject:** Use or Lose Time

Hi Jim;

I'm going off of an OLD "use or lose" report dated 10/20/12 and I need to notify individuals of the leave balances they have which will be LOST if not used by 12/31/12. I'm sure that some of the VAC/PER hours may have been used already (this is an old report) and you may have received your use/lose notices back in October so your staff is probably aware of their lose or use time, but I just thought I would email you *just in case*. Can you email me and let me know if these hours will be used as of December 31<sup>st</sup>?

Hours – again, this is based off an old Use or Lose Report from 10/20/12.

Jim – 94.25 VAC, 10.00 PER

Sonja – 11.50 PER

Sharon – 13.00 PER

Thank you. I really appreciate this.

Nancy Wong Brooks  
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